

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Associate Governmental Program Analyst

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

CCLD/Technical Assistance and Policy Branch

SUPERVISOR'S NAME:

Charles Boatman

POSITION NUMBER:

800-807-5393 -708 (Limited Term)

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Technical Assistance Bureau/Administrator Certification Section

SUPERVISOR'S CLASS:

SSM I

## SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☐ Designated under Conflict of Interest Code.
- ☒ Duties require participation in the DMV Pull Notice Program
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☒ Other (Explain below)

Subject to fingerprinting and a criminal record clearance by the Department of Justice

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE SIGNED

EMPLOYEE'S SIGNATURE

DATE SIGNED

**SUPERVISION EXERCISED (Check one):**

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position directly supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification this position leads.**MISSION OF ORGANIZATIONAL UNIT:**

The mission of the Administrator Certification Section (ACS) is to ensure that administrators of Residential Care Facilities for the Elderly, Adult Residential Facilities and Group Homes licensed by the Community Care Licensing Division (CCLD) complete approved training programs that provide them with the skills and knowledge needed for them to effectively perform their administrative duties. ACS accomplishes this through oversight and approval of training programs, the monitoring of training delivery and the approval and issuing of certification to administrators who have met the training and testing requirements.

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CONCEPT OF POSITION:

Under the supervision of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) in the Administrator Certification Section will perform analytical duties in the Vendor Unit.

A. RESPONSIBILITIES OF THE POSITION

- 45%     Reviews and approves or denies applications from individuals and organizations for vendorization and approval of training courses.
- 30%     Conducts consultation, technical assistance meetings, and collaborate with district office staff, providers and vendors in the certification program. Take the lead position in special projects. Provide training to large and small audiences. Conducts announced and unannounced classroom evaluation visits throughout the State. Some overnight travel may be required.
- 10%     Develops and revises policies and procedures for the administration of the certification program.
- 10%     Consults and coordinates with Legal Division staff on issues related to decertification of administrators and revocation of vendor approvals. Initiates actions as appropriate to decertify administrators and revoke vendors
- 5%     Work with other staff in the certification program to coordinate operation procedures and to suggest changes for improvements and efficiencies.

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B. SUPERVISION RECEIVED:

Although the AGPA exercises no formal supervision, he/she may act in a lead capacity.

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C. ADMINISTRATIVE RESPONSIBILITY:

None

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D. PERSONAL CONTACTS

The AGPA has contact with the CCLD staff, administrators, vendors, and other CDSS staff.

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E. ACTIONS AND CONSEQUENCES:

Poor services in this area may result in the inability of ACS to process application timely, to present the Department from meeting its e-government goals, and may have a negative impact on the quantity and quality of training available to certified administrators and applicants.

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F. OTHER INFORMATION:

The AGPA must have a valid California's Driver License and be available to travel. The AGPA must be able to write and articulate clearly and maintain composure in stressful situations. Experience and knowledge of licensing program operations, software and hardware technology used by licensing staff, and training design and development are highly desirable.